

PERSON SPECIFICATION

JOB TITLE	GRADE	DIRECTORATE	SERVICE AREA
Maintenance Officer	GR 5 (Pro Rata)	Children and Young People	St Vincent' Catholic Primary School

NOTE TO MANAGER

Remember in completing this form you are setting the expected standard for the person you need for this job, on this occasion, and also suggesting the questions you devise and ask at shortlisting and interview stages. You must, therefore, describe the requirements in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. Take care to ensure job description; person specification and advertisement are consistent. Mark each of the criteria as either 'essential' or 'desirable' by putting an '(E)' or '(D)' at the end of each of the criteria. Whilst all points on the specification are important, those marked essential must be met.

NOTE TO APPLICANTS

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

	NECESSARY REQUIREMENTS	* M.O.A.
EXPERIENCE (Required to do the job) Consider type, paid, unpaid, depth	1. Experience as a Site Manager / Caretaker / Handyperson (D) 2. Experience of Health, Safety and Welfare Practices and Legislation (D) 3. Experience of being a responsible premises key holder (D) 4. Experience of site security and facility management (D)	A, I A, I A, I A, I

SKILLS AND ABILITIES Consider level and type e.g. written, verbal, numerical, supervisory or other job related skills	<ol style="list-style-type: none"> 1. Good written and verbal communication skills (E) 1. Able to organise oneself and act on own initiative (E) 2. Demonstrate effective skills in dealing with vulnerable people (E) 3. Able to undertake minor repairs and DIY activities (E) 4. Ability to control stock and materials (E) 5. Ability to prepare performance reports (D) 	A, I A, I A, I A, I A, I A, I
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EDUCATION/QUALIFICATION S/KNOWLEDGE Consider level and type e.g. vocational training, job-related	<ol style="list-style-type: none"> 1. A good standard of general education (D) 2. Working knowledge of Microsoft / IT systems (D) 	A A, I
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OTHER REQUIREMENTS Hours of work, rota patterns, working conditions, location and the requirement to drive should be stated if essential to the job	<ol style="list-style-type: none"> 1. Flexible approach to work with an ability to respond to demands of users (E) 2. Must undertake all training provided as required for the post (E) 3. Must provide satisfactory CRB Enhanced Disclosure (E) 4. Full UK driving licence required (E) 5. Willingness to work outside of school hours, should it be required (E) 	A, I A, I A, I A, I A, I
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COMMITMENT TO EQUALITY AND DIVERSITY Consider the level of understanding and knowledge required	<ol style="list-style-type: none"> 1. Ability to understand and demonstrate commitment to equality and diversity desirable but full training will be provided (E) 	A, I
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COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge required	<ol style="list-style-type: none"> 1. A commitment to user groups and their needs (E) 	A, I
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COMPLETED BY	DATE	APPROVED BY	DATE

METHOD OF ASSESSMENT (* M.O.A.) A = APPLICATION FORM, C = CERTIFICATE, E = EXERCISE, I = INTERVIEW, P = PRESENTATION, T = TEST, AC = ASSESSMENT CENTRE